

27 MAR 1979

MEMORANDUM FOR: Deputy Director for Administration
FROM: James H. McDonald
Director of Logistics
SUBJECT: Energy Conservation

1. Reference your note suggesting we set up a management advisory group (MAG) or employee committee on energy matters, I agree that more needs to be done to promote energy efficiency if we are going to deal effectively with a worsening energy crisis.

2. Over the past years, the Office of Logistics (OL) has functioned as the office of primary responsibility on energy matters and has developed a considerable amount of experience and expertise in this area. Rather than set up a separate MAG or committee, I would suggest that OL continue in this role and that we work more closely with the existing MAG's in developing new programs and promoting new habits. Our Plans and Programs Staff could meet with the various MAG's early on and brief them on existing programs, federal energy standards and reporting requirements, and employee-oriented programs such as car pools, shuttle bus services, and employee awareness projects.

3. Some ideas which should be explored in depth given a deepening energy crisis are:

a. Support the Council of Government in programs to charge significant parking fees for employee parking at all Agency locations, thus encouraging car pools and van pools.

b. Increase of special incentives for car pools to include preferential parking, adjusted work schedules, etc.

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c. Flexible work hours; perhaps four-day week, ten-hour days in some operations.

d. Reduction of courier runs per day. Use of scheduled shuttle service by couriers.

e. Sanction the use of shuttle service by employees from fringe parking areas.

f. Expansion of public transportation services.

g. Restrict authorization to use private vehicles between Agency buildings serviced by shuttle buses.

4. If you agree, we are prepared to commence working on these ideas and, at the same time, concentrate on the development of others. Incidentally, all federal agencies are required to submit their annual reports on energy conservation to the Department of Energy in July.

[Redacted Signature Box]

lm James H. McDonald

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